



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SECURITIES EXAMINER	37	B	7.186

DEFINITION OF CLASS:

Under direction, the Securities Examiner reviews, investigates and analyzes securities offerings to ensure compliance with State and federal securities and commodities laws and regulations.

DISTINGUISHING CHARACTERISTICS:

This class is not part of a series. An incumbent reports to the Chief of Securities Registration and Licensing in the Securities Division of the Secretary of State Office.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Reviews and analyzes prospectuses and securities offering materials including company's history, officers, directors, financial statements, appraisals of corporate property, underwriting contracts and articles of incorporation in order to determine that proposed securities offerings are in compliance with all rules and regulations.

Investigates possible violations of securities law, prepares reports, subpoenas, notices and other legal documents as required and recommends approval or denial of offerings for registration.

Responds to general and specific information inquiries regarding securities laws and regulations, as well as offerings filed within the State.

Assists in the research and preparation of legal briefs, opinion letters and no action letters regarding the application of State securities laws and regulations.

Directs the processing of all requests for exemption from registration to ensure the proper application of rules and regulations.

Supervises the performance of clerical staff member. Supervision includes training, work assignment and review and employee evaluation.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of federal and State rules, regulations and laws regarding the registration and offerings of securities.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of accounting principles and practices sufficient to analyze corporate financial statements. Knowledge of legal documents, terminology and procedures relating to securities registrations.

Skill and knowledge involved in the preparation of legal briefs. Skill in investigating and researching legal questions and possible violations of law and the preparation of various legal documents including subpoenas, reports and opinions. Skill in written English sufficient to compose business correspondence and reports. Skill in mathematical computation to effectively calculate offering features such as insider capitalization and shareholder dilution.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited law school and two years of previous experience in the securities field involving interaction with the public in either securities investigation, analysis, issuance or sales or experience in a closely related field; OR

II

An equivalent combination of education and experience.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.186

ESTABLISHED:	09/22/89PC
REVISED:	07/01/91P
	10/19/90PC
REVISED:	07/01/93P
	09/24/92PC